

## LABOR DISTRIBUTION

3711

(1987)

Purpose/Use: To distribute labor costs to appropriate programs and reporting units.

Reference/Authority: CALSTARS Procedures Manual, Vol. 4, Chapter III and Vol. 3, Chapter III.

Source: CDF employee.

Forms/Related Documents: Attendance and Program Time Report, CDF-681;  
Pay Period Time Sheet;  
Work Period Time Sheet;  
CALSTARS, Time Sheet Table Maintenance Activity, CFB 520-1;  
Employee Master Listing, POM 3063-1;  
Personnel Action Request, STD 680A;  
Time Sheet Transmittal Sheet, CDF-681T.

Due Date(s): Monthly, see procedure.

Distribution: N/A.

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By the fifteenth of each month, each reporting unit will forward the Pay Period Time Sheets (CDF-681) and within fifteen calendar days after the end of the work period, the Work Period Time Sheets (CDF-681) to DAO-Data Entry. Both groups of CDF-681s will be attached to a Time Sheet Transmittal Sheet (CDF-681T).

There are two categories of CDF-681s':

- Exceptions-Employee has been tabled into CALSTARS but data for the month differs from the table; Index, PCA, SSN, name, position code, etc.

- Non-exceptions-Employee has been tabled into CALSTARS and data for the month does not differ from the table; Index, PCA, etc.
  - Two CDF-681s' will be submitted for each employee in Bargaining Unit 8. One each for:
    - Base pay (Pay Period Time Sheet)
    - Overtime (Work Period Time Sheet)

Upon receipt of the CDF-681s:

- Enter date of receipt in log book.
  - Check log book before the deadline date of the fifteenth of each month for missing CDF-681s and call units for CDF-681s not yet sent to DAO.
- Verify that the CDF-681s match with the information shown on the CDF-681T and make corrections on CDF-681s or 681T as necessary.
  - Call unit for clarification as necessary.

#### EXCEPTION CDF-681s

On CALSTARS Master Menu (31) view the employees social security number and the applicable fiscal year to determine whether or not the employee is tabled in the Employee Master File (EMF).

- If employee is not listed in the EMF, place CDF-681 in file and wait for the submission of a Personnel Action Request (STD 680A) or an Employee Master Listing (POM 3063-1).
- If employee is listed in the EMF and employee's name is not coded on CDF-681, place CDF-681 in file.
- If employee is listed in the EMF and employee name is coded on CDF-681:
  - Adjust the EMF listing to reflect the new data shown on the CDF-681.
  - Access CALSTARS Master Menu (32) and enter the change of index (due to employee transfer) and/or changes in PCA, SSN, position code, etc.
  - On regular hours that are charged to more than one PCA, prorate the standby time, vacation, sick leave and holiday into the PCAs to which the regular hours are charged.

- Write the date the entry or adjustment was made and initial the CDF-681 in red or green.
- When all Exception CDF-681s have been entered into CALSTARS sort by region and pay period.
  - Alphabetize each region's CDF-681s according to employee's last name.
 

Staple any Work Period time Sheet to the related Pay Period Time Sheet.
  - Prepare folder and label for each region's CDF-681s and place CDF-681s in folder.
  - Sort through CDF-681 folders and enter all overtime hours into CALSTARS.
    - If employee is in Bargaining Unit 8 (2D or 2E), enter overtime from work Period CDF-681 into CALSTARS. Enter overtime for all other Work Week Groups from Pay Period CDF-681.
  - Write the date entered on CDF-681 and initial, in red or green.
  - Return recorded CDF-681s to folder.

Upon receipt of the daily CALSTARS report, Time Sheet Table Maintenance Activity, CFB520-1:

- Review for entries that were not accepted by the system, identify errors and make corrections. Notify unit of any corrections made.
- Place report in file.

Audit all CDF-681s' in folders to determine that all actual man hours are actual working hours and time out totals of nonproduction hours, such as:

- Bereavement;
- Sick leave;
- Vacation;
- Military time;
- Jury duty;
- Administrative time off;
- Excess time off;
- Release time;
- used;

- Holiday used;
- and N.D.I.

Hold folders for pick up by consultant hired by CDF-Health and Safety.

As late CDF-681s arrive, enter date of receipt on log book and process as described in this procedure.

- Calculate hours and advise Health and Safety Consultant by telephone if folders have been picked up.
- Place CDF-681s in appropriate region folder in alphabetical order.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

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